

## Checklist for Mentors Participating in CCPMN

Officers who are mentoring pharmacist officers in CCPMN should be familiar with and be prepared to discuss a wide range of topics. Although some of this material is covered by other training courses the mentee may have attended, the mentor has the opportunity to reinforce these topics through a one-to-one mentoring relationship. To ensure that all mentees have exposure to the same material, please use this checklist and return to the CCPMN coordinator with your evaluation at the end of the 6-month mentoring period.

Mentor Name: \_\_\_\_\_

Mentee Name: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

Completed <input checked="" type="checkbox"/>	Activity
_____	<b>Mission Statement and How Implemented</b>
_____	<b>PHS/IHS Pharmacist History Presentation</b>
_____	<b>Names and Ranks of Corps Leadership</b>
_____	<b>Name and Rank of CPO for Pharmacist Category</b>
_____	<b>Uniforms (For new officers)</b> <ul style="list-style-type: none"> <li>• Components</li> <li>• Where to Buy</li> <li>• Correct wearing</li> <li>• Role of the Local Uniform Authority</li> </ul>
_____	<b>CC Resources and Information</b> <ul style="list-style-type: none"> <li>• Organizational offices of the CC and their roles (i.e., OCCFM, OCCO, OCCSS, etc.)</li> <li>• OFRD</li> <li>• PharmPac</li> <li>• Tricare</li> <li>• Benefits (TSP, life insurance, etc.)</li> <li>• Personnel (i.e., types of leave, licensure, pay, special pay, etc.)</li> </ul>
_____	<b>Career Development</b> <ul style="list-style-type: none"> <li>• Readiness Standards</li> <li>• Benchmarks</li> <li>• COERs</li> <li>• CVs</li> <li>• Promotion requirements</li> <li>• Billets</li> <li>• Training (i.e., BOTC/IOTC, professional, emergency response)</li> <li>• Awards</li> <li>• eOPF</li> <li>• Regular Corps</li> </ul>